



**Educational Office Professionals of Ohio  
Board Meeting  
Monday, September 20, 2021, 4:00 PM  
Phone Conference Call**

**1. Call to Order**

Meeting was called to order at 4:09 PM by Dana Hoffman, CEOE, President, Educational Office Professionals of Ohio, as a phone conference call.

**2. Roll Call**

Kristine Kozlowski called the roll. The following Board Members attended: Kristine Kozlowski, Dana Hoffman, Michele Newton, Katherine Reichley, Coleen Vogelgesang, Lori Dietz, Lunetta Clark, Darlene Lewis, and Kelly Rocco.

**3. Secretary – Kristine Kozlowski, CEOE – Phoned In**

Coleen Vogelgesang motioned to approve the minutes from 6-14-21. Katherine Reichley seconded. Motion approved.

**4. President - Dana Hoffman, CEOE – Phoned In**

- a. Dana will declare quorum at the annual meeting in absence of Membership Director.
- b. Spring PD ideas will be put on hold until the next discussion.
- c. Annual Board Meeting: October 7<sup>th</sup> at 4:30 PM before Meet & Greet
  - i. Coleen emailed the hotel last week and is waiting for an update about a conference room to meet in since we do not want to rent another room.
  - ii. Kristine will phone in the Board Meeting.

**5. Past President - Katherine Reichley, CEOE – Phoned In**

- a. Bylaws will be voted on at conference.
  - i. Update wording on page 6 for "Update in odd years to approve in even years."
  - ii. Katherine will make 20 copies of Bylaws for conference.

**6. President Elect & Social Media - Lisa Zuk**

- a. Newsletter deadlines: 9/22/21, 12/15/21, 3/15/22, 6/15/22
- b. Lisa was able to delete the personal EOPO Facebook account.

**7. Vice President - Coleen Vogelgesang – Phoned In**

- a. Conference 2021
  - i. Registration is low (18) but we will keep the conference as scheduled due to speakers' commitments.
    1. Mary Beth reached out to Hamilton Schools encouraging those who work there to attend.
  - ii. Coleen has been in contact with Jen Flowers at the hotel with little response. Also has an email to the AV person about recording the conference (\$500-\$1000).
  - iii. Review To-Do List
    1. Continental Breakfast part of hotel contract – Coleen and Dana will confirm.
    2. How tables/cloth set up? Colleen cannot answer.
    3. Folders/nametags
      - a. Can nametags be printed through StarChapter or excel merge only? Coleen will cover conference/meet and greet name tags.
      - b. Dana/Lisa will put together the folders ahead of time and add extra paperwork at hotel.
    4. Coleen will send email update once she hears back from Jen Flowers.
    5. Favors - Katherine has hand sanitizers, mints, and glass jars with marbles, Kelly has badge reels, and Dana will buy faux flowers to add in jars with the new logo.
    6. Coleen will ask her Superintendent/Assistant Superintendent if they are interested in introducing the conference. If not, the Board will do it themselves.
  - iv. Hotel information update
    1. Confirm all details 1 week in advance (10/1) including head count.
      - a. No registration cancellations/refunds after 10/1.



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2. COVID protocol - staff expected to wear masks and have hand sanitizer, otherwise there are no rules.
  3. Waiting on Jen Flowers to confirm how many rooms are currently booked.
  4. Confirm conference room can accommodate social distancing (booked for ~70).
  5. Dana has booked a hotel room for one speaker (Nancy) who requested it.
- b. No further discussion regarding headshots. We would have to pay to use and with low registration, it would not be beneficial.
  - c. Will not be offering a hybrid opportunity.
  - d. Dana and Kelly will print paper evaluations.
  - e. Evelyn will print Committee Sign-up sheets.
  - f. After the conference, we will start planning for 2022. We need to think about our committees and determine how many people we still need to help.
- 8. Treasurer - Kathy Fordos**
- a. Treasurer's Report
    - i. Kelly Rocco motioned to approve the Treasurer's Report as is. Katherine Reichley seconded. Motion approved.
    - ii. Need budget approved at annual meeting.
  - b. The discussion regarding a bank change is on hold.
- 9. Website - Lori Dietz – Phoned In**
- a. Add resources tab to website - any suggestions, email link to Lori.
  - b. Job page - have not received anything
  - c. Job resources - need to know additional ESC pages to add link
    - i. Have Polaris and Connect
  - d. What pages were visited, who logged in - still information Board wants to see?
    - i. 340 views of meeting information
    - ii. 350 of jobs and classified
    - iii. 30 views of other pages
    - iv. 30 seconds of viewing per page - is this correct? Lori will talk to StarChapter about this.
    - v. Hacker emails coming from EOPO emails - need to be mindful about what we open and not - will leave it alone for now
  - e. Google for non-profit account needs to be verified by TechSoup as 406B first which is not what we are (403B). Very difficult to get verified as our emails link to our personal emails. EOPO has had so many different addresses/numbers linked to the organization over the years. Lori is still working on this but is taking time. Set up account EOPO Testing and made folders for now to see how it works.
  - f. We still need a website of some sort, and it makes more sense to stay with StarChapter instead of finding a new host site.
- 10. Ways & Means - Kelly Rocco, CEOE – Phoned In**
- a. Do not think we need 10 baskets for 18 people?
    - i. What to keep, what to remove?
      1. Kristine - cut baskets that don't translate to the cold season
      2. Dana - use summer baskets for spring event
        - a. Pet basket can be put on hold (Dana was donating)
      3. Katherine - please use EOPO sweater
      4. Pick a few and save the rest
    - ii. Have not added anything to the spirit wear website - any suggestions for items?
    - iii. Kelly and Katherine will sell tickets at conference.



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- iv. Kelly donated can koozies to EOPO for Ways & Means sales item - used new EOPO logo and "EOPO" on the other side. Can sell for \$2.00 (100% profit for W&M).
- v. Kathy donated EOPO branded pens - \$2-3/pen (100% profit for W&M).
- vi. Got pricing on post it notes - 250 minimum, 3x3 25 sheets, \$160 with setup - interested?
  - 1. Chip clips - \$1.00/piece
  - 2. Letter opener/staple remover - \$1.00/piece
  - 3. Logo and web address printed on items
  - 4. Make decision what goes as conference gift - koozie, pen, sanitizer?
    - a. Dana likes ideas of office products.
    - b. Can Lisa make logo coaster?
    - c. Evelyn will purchase Chocolate pretzel bars and add logo with next conference date.

**11. Scholarship - Darlene Lewis**

- a. Deadline - January 7, 2022
  - i. Need applicants to be able to submit to NAEOP which is due March 15.
- b. Dana made a reminder to have date in mind for the committee to meet so more people from the conference can get involved.
- c. Lori will need updated documents to get added to website before the conference.
- d. Does the Board need to vote on forms? No, just send updates after committee decides.
- e. Put ½ page of scholarship information in folders for conference.

**12. Awards - Lunetta Clark, CEOE – Phoned In**

- a. Deadline - January 7, 2022
- b. Has application just need to update dates.
- c. Mary Beth is on the committee but will need more help. Will try at the conference to gain committee members.

**13. Sunshine - Lucy Morgan**

- a. Lucy will send cards to those needed.

**14. Retiree Committee - Michele Newton, CEOE – Phoned In**

- a. Reached out to retirees about the conference.
- b. Will keep in touch with retirees about input.

**15. Nominations & Elections - Evelyn Urbin**

- a. Will ask for interest in the Membership Director position at the conference.

**16. Other Items**

- a. Kristine will see if EOPO conference information can be sent out through ESC constant contact.
- b. Dana - 9/27 send October email
  - i. Email conference registrants 1 week before with conference protocol and other details.
- c. Make lunch inclusive - Board Member/long time EOPO member at each table.
- d. If there are fewer attendees, can we move to a small room and save money?

**17. Adjourn:** Dana Hoffman adjourned the meeting at 5:34 PM.

*Dana Hoffman 10/6/2021*

*Kristine Kozlowski, CEOE 10/5/2021*

Dana Hoffman, CEOE

Date

President

EOPO Board approved

Kristine Kozlowski, CEOE

Date

Secretary

Next Board Meeting Conference Call: TBD